



## CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

**CLASS:** Jr. Staff Analyst/ Assistant Treasury Program Officer/Associate Treasury Program Officer  
**TENURE:** Permanent  
**TIME BASE:** Full-Time  
**SALARY:** \$2724 - \$3586 JSA  
\$3538- \$4300 Asst TPO  
\$4255 - \$5172 Assoc TPO

Under the general direction of the Treasury Program Manager II, the position provides a wide range of staff support to the Treasurer's Investor Relations Program. Duties involve, analyzing data and situations; problem solving; and taking appropriate action. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

### **DESCRIPTION OF ESSENTIAL FUNCTIONS**

- Prepares presentation materials for investor meetings conducted by management; identifies issues or problems; and formulate recommendations. Plans and organizes the investor meetings; and prepares and provides technical information to management.
- Maintains the bond counsel, Underwriter or financial advisor pool; tracks the quarterly disclosure reports and reviews submitted Statement of Qualifications.
- Prepares presentation materials for rating agencies by gathering and compiling complex, economical, financial and technical data related to the State's budget; analyzing statistical data relating to investors; and gathering statistical information related to bond sales and credit ratings.
- Consults with members of the financial community for projects and completes special projects.
- Prepares written responses to verbal, electronic and written requests for information and inquiries made by bondholders and potential investors.

### **DESIRABLE QUALIFICATIONS:**

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

**CONDITIONS OF EMPLOYMENT:**

Fingerprinting and Background Check are required.

**WHO SHOULD APPLY:**

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, Assistant Treasury Program Officer, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

**PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.)** If your source of eligibility is **LIST ELIGIBILITY** please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-540-4237-001" next to the classification on your application/resume (i.e., [Asst TPO 820-540-4237-001]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

**FINAL FILING DATE:**

Until filled.

**SUBMIT APPLICATIONS TO:**

Judy Hansen  
Personnel Office  
State Treasurer's Office  
915 Capitol Mall, Room 538  
Sacramento, CA 95814

**IF YOU HAVE ANY QUESTIONS, PLEASE CALL:**

PUBLIC (916) 653-3100  
CALNET (916) 453-3100

An affirmative action employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

PFD/540/kd  
05/11/07